

JEFFERSON COUNTY: Permanent, full-time Treasurer's Assistant. Position is located in the Treasurer's Office in Boulder, Montana and requires knowledge and experience with modern office management procedures, computer experience, filing, calculator skills and excellent customer service. Must have knowledge of financial and accounting practices. Must communicate effectively orally and in writing. These skills may be obtained through education, experience, training or a combination of all three. Starting hourly salary - \$16.42 DOQ/E in related work. Applications must be received by June 1, 2020 at 5pm. Please submit cover letter, resume and county application, which can be found on-line at www.jeffersoncounty-mt.gov, to the Jefferson County Human Resource Department, PO Box H, Boulder, MT, 59632 or call 406 225-4010. Incomplete applications materials will not be processed. Jefferson County may use the following factors to determine whether an applicant meets the qualifications for this position: review of application materials, past work performance, reference checks and structured oral interview. Jefferson County is an equal opportunity employer.